



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013-5008

REPLY TO
ATTENTION OF

U.S. Army Heritage and Education Center

Thank you for inquiring about our intern program.

The purpose of the U.S. Army Heritage and Education Center (AHEC) intern program is to provide an opportunity for students to experience firsthand the work of a major historical repository which includes a library, historical archives, reference services, and museum and visitor services activities. Schedules are supported throughout the year.

The basic eligibility requirements are that the volunteer be enrolled in an accredited degree program and that the volunteer's university/college give credit for the work performed at AHEC. Acknowledgement of student enrollment may be accomplished via the faculty advisor's letter of recommendation or by contacting the Assistant Director for Educational Services.

The AHEC provides an orientation in order to offer an overview of its operations and the opportunities available. The intern's first line supervisor at AHEC maintains attendance and performance records and provides a written, narrative evaluation to the student's school.

A copy of the AHEC's student volunteer guideline is enclosed. If you have further questions, please contact us at 717-245-3089/3092. We can be reached via email at usamhi@carlisle.army.mil, or by fax at 717-245-3711. The AHEC web site is: <http://www.carlisle.army.mil/ahec/>.

Enclosure

WRITTEN AGREEMENT WITH EDUCATIONAL INSTITUTION
TO OUTLINE STUDENT VOLUNTEER GUIDELINES AT THE
U.S. ARMY HERITAGE AND EDUCATION CENTER (AHEC)

- 1) Purpose: The purpose of the AHEC student volunteer program is to provide opportunities to experience first-hand the work of a major historical repository.
- 2) The basic eligibility requirements are that the volunteer must be enrolled in an accredited degree program. The volunteer's university must give credit for the volunteer's effort. All volunteers must conform to the Federal, State, and local laws and standards regarding the employment of minors.
- 3) Full-time volunteers will normally work a minimum of 32 hours per week over the course of one academic semester in their assigned branch. Part-time volunteers will work according to the schedule they have coordinated with their MHI supervisor.
- 4) All volunteers are considered in light of Equal Opportunity Employment guidelines.
- 5) The volunteer's school will acknowledge in writing that the student is enrolled under the school's academic program. This normally may be accomplished in the student's faculty advisor's letter of recommendation or signature on this agreement.
- 6) Students will be selected on the basis of their letter to the Center expressing their reasons for volunteering, their ability to fulfill the requirements outlined in this agreement, and the faculty advisor's letter.
- 7) The Center will provide each volunteer an orientation of the Institute in order to offer an overview of the workings of a historical repository. Student volunteers are expected to comply with all applicable AHEC workplace standards. The AHEC also takes responsibility for notifying the school of any intent to release a student.
- 8) Student volunteers will be covered under Federal Tort Claims, provisions of Sections 2671 through 2680, Title 28 and Chapter 81, Title 5 of the United States Code, relative to compensation for possible injuries sustained during their tenure at MHI.

9) The volunteer's first-line supervisor is responsible for maintaining attendance and performance records and for providing a written, narrative evaluation of the student to the student's school.

10) The volunteer agreement may be terminated at any time by AHEC or by the student. In the former case, the student will be counseled before any action is taken. Should the student wish to terminate the agreement, AHEC will merely note the termination in a letter to the school.

11) All student volunteers will complete U.S. Army War College and Carlisle Barracks Civilian Personnel Division administrative requirements before working at AHEC.

12) The AHEC Student Volunteer Program is administered by the Director, Visitor and Education Center, AHEC, 950 Soldiers Drive, Carlisle, PA 17013.

Signature of Faculty Advisor

Date

Signature of Student Volunteer(Intern)

Date